



# **BREWERY STORAGE DEPOT LICENSE**

**Application Packet**

**This packet contains all the forms and information to apply for a  
Brewery Storage Depot License.**

**Apply online!**

**<https://revenue.mt.gov/apply-electronically>**



## Information For Completing This Application

This packet is to assist you in completing your application for a Brewery Storage Depot License. Please review the information provided to avoid any delays in the processing of your application.

**16-4-102, MCA. Right of brewers to maintain and operate storage depots – annual licenses.** It shall be lawful for any brewer duly licensed to manufacture beer, upon the payment to the department of an annual license fee in addition to all other fees and taxes required to be paid by such brewer for each storage depot, to own, lease, maintain, and operate, in any city or town in the state of Montana, a building for use as a storage depot, equipped with refrigeration and cooling apparatus, for receiving, handling, and storing beer therein and distributing and selling beer therefrom, as brewers are permitted to sell and distribute beer under the provisions of this code.

### ***Application Process***

*To apply for this type of license, you must be duly licensed in Montana and hold the appropriate TTB bond as a brewery.*

When we receive a complete application, we will contact you and let you know that your application meets our initial requirements or to request additional documents. It typically takes 60 to 90 days to process this type of application. The approval process includes notifying local officials that we have received your application. This helps us identify any issues that may prevent the proposed location from qualifying for a license. Additionally, we also request that the Department of Justice review the qualifications and suitability of the applicant(s) and proposed location.

Once the Department of Justice has conducted its investigation, we will contact you to approve the transfer or issuance of the license.

**Please Note:** Applications for a new license or transfer of location will need approvals from the building, health and fire code officials before we can approve this application.

### **Additional Information Required When Completing Your Application**

We have listed below the types of documents that are necessary for an application to be considered complete. Please review these lists carefully and send us copies of the required documents along with the applicable documents for your business entity.

**Special Instructions:** If personal history statements and fingerprint cards are included with your application, you are required to enclose them in the "Confidential" envelope provided. These are confidential documents and must be kept separate from your other application documents.

#### **Required Documents**

- ☐ Alcohol and Tobacco Tax and Trade Bureau (TTB) Federal Brewer's Notice to manufacture beer and label approvals for each brand and variety of beer to be manufactured need to be sent to us once received from TTB. (Label approvals from TTB will not delay the processing of your application; however, your products cannot be sold and distributed in Montana without label approvals.)

Please submit the documentation required for your entity type. **Note: For applicants that use a multiple entity structure, attach a diagram showing all entities and individuals.**

### **Partnership Agreement Documentation**

- ☐ Federal Employer Identification Number verification from the IRS
- ☐ For existing partnerships, attach a copy of the renewal of partnership filed with the Secretary of State in the partnership name
- ☐ Verification of the Assumed Business Name as filed with the Secretary of State

### **Limited Liability Company**

- ☐ Federal Employer Identification Number verification from the Internal Revenue Service (IRS)
- ☐ Certificate of Fact or Certificate of Existence
- ☐ Verification of the Assumed Business Name as filed with the Secretary of State

### **Corporation**

- ☐ Federal Employer Identification Number verification from the IRS
- ☐ Certificate of Incorporation
- ☐ Certificate of Existence (for Montana corporations)
- ☐ Authority to do Business in Montana (for out-of-state corporation)
- ☐ Verification of Assumed Business Name as filed with the Secretary of State

### **Management Information Checklist**

**If the manager of the brewery license is the same as the storage depot license, the following information is not needed:**

- ☐ Employment, Management and Other Agreement(s) and Contract(s). If the applicant is a business entity rather than a sole proprietor (e.g., corporation, limited liability company or partnership), then either (1) the business entity organizational documents must identify persons who can act as managers for the entity; or (2) you must submit a management agreement for anyone who will perform management services.
- ☐ Personal/Criminal History Statement(s) on all management personnel.
- ☐ Two fingerprint cards and fees for each manager.

### **Financial Information Checklist**

- ☐ Send signed copies of all loan agreements, contracts, notes and all related security agreements, guarantees and trust indentures for the storage depot operations. **Note: A non-institutional loan form must be filed with the application if any lenders or other sources of financing are not state or federally regulated financial institutions, including gifting statements.**
- ☐ Lease, rent, purchase option and financing agreements or other evidence of ownership of the real property (must provide documentation of possessory interest in property where the business is operating) for the storage depot. Provide any other documentation to verify source of funding for purchase of the real property, if applicable, including terms.

### **Premises Information Checklist**

- ☐ Zoning documents

Send your completed application and all required and applicable documents to:

Montana Department of Revenue  
Liquor Control Division  
PO Box 1712  
Helena, MT 59624-1712

**Questions?** Call us toll free at 1-866-859-2254 (in Helena, 444-6900), or fax (406) 444-0722.



## Brewery Storage Depot License

### Section 1 – General Information

*Note: If the applicant is an individual, list the individual's name below. If the applicant is a partnership, limited liability partnership (LLP), corporation, or limited liability company (LLC) list the business' name below.*

- ☐ I understand that the ownership of the brewery license must be the same as the storage depot license. I attest that the brewery licensee information on file with the Department of Revenue Liquor Control Division is current and transferable as the correct ownership information of the storage depot license.

Name of Applicant(s) \_\_\_\_\_

Federal Employer Identification Number   -

Social Security Number    -   -

Brewery License Number   -     -

Storage Depot License Number (if available)   -     -

Business Name \_\_\_\_\_

Name of Person Managing the Storage Depot \_\_\_\_\_

Is this the same person who manages the brewery license? ☐ Yes ☐ No

If *no*, you must submit a management agreement, two fingerprint cards and a personal/criminal history statement for any new managers.

Daytime Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Location Address \_\_\_\_\_

(Street Address, City, State and Zip Code)

- ☐ Check if you prefer to receive an annual reminder email to complete your renewal electronically.  
☐ Check this box and complete below information if you wish to have all correspondence sent to the attorney who submitted this application on your behalf.

Attorney Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

(Street Address, City, State and Zip Code)

Attorney's Email Address \_\_\_\_\_

### Section 2 – Type of Transaction and Fees

Please check all the boxes that relate to the type of application you are completing and be sure to include the appropriate fee.

- ☐ New License  
☐ Transfer of Ownership  
☐ Transfer of Location  
☐ Corporate Structure Change  
☐ Processing Fee (*required for all transactions*) \$ 100  
☐ Fingerprint Fee(s) (\$27.50 per individual) \$ \_\_\_\_\_

**Total Amount Enclosed** \$ \_\_\_\_\_ Payable to "DOR Liquor Licensing"

### Section 3 – Questions

1. Does any applicant, member, shareholder or partner have ownership interest in a retail liquor license, agency liquor store, beer wholesaler or table wine distributor license in any state or country?  
☐ Yes If yes, please explain \_\_\_\_\_  
☐ No
2. Does any person other than the applicant have financial interest in your business?  
☐ Yes If yes, list the name, address and give a brief description of the involvement. (Attach additional sheet if necessary.) \_\_\_\_\_  
☐ No
3. Do you own or are you purchasing the building proposed for licensing?  
☐ Yes If yes, send a purchase agreement or current tax bill.  
☐ No If no, send a lease agreement.
4. Do you own the furniture, fixtures and equipment used at the location?  
☐ Yes  
☐ No If no, send a lease or purchase agreement.
5. Is the building ready for use?  
☐ Yes  
☐ No If no, list expected date of completion \_\_\_\_\_  
☐ Building is newly constructed.  
☐ Remodel of existing premises.

### Section 4 – Declaration and Affidavit

I declare under penalty of false swearing that I am the applicant or the duly authorized representative of the entity making this application, and that the responses provided, including any accompanying information, are true, correct and complete.

_____ Signature	_____ Date	_____ Printed Name	_____ Title
_____ Signature	_____ Date	_____ Printed Name	_____ Title
_____ Signature	_____ Date	_____ Printed Name	_____ Title

Mail completed application and all required and applicable documents and fees to:

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